

PUBLIC SERVICES COMMITTEE
MINUTES OF OCTOBER 25, 2011

#1 CALL TO ORDER

Chairman Nichols called the Public Services Committee meeting to order at 6:05 p.m.

Roll Call was answered by Chairman Steve Nichols, Vice Chairman Steve Foster, Aldermen Lois Cooper, Kevin Davis, April Gilbert, and Tom Stone. Absent was Alderman Sharon McMahon. A quorum was present.

Others Present were Mayor Scott Eisenhauer, Alderman Mike O'Kane, City Clerk Janet Myers, City Comptroller Gayle Lewis, Corporation Counsel David Wesner, Human Relations Administrator Sandra Houston, Human Resources Administrator Bill Westphal, Information Technology Administrator Teresa Winn, Planning & Zoning Manager Christopher Milliken, Public Safety Director Larry Thomason, Risk Manager Kathy Courson, 5 audience members and 2 news media.

#2 APPROVAL OF MINUTES

Chairman Nichols presented the Minutes of the regular meeting of September 27, 2011. Alderman L.Cooper moved to dispense with the reading and asked for approval as presented, seconded by Alderman A.Gilbert. On the voice vote, all ayes, no nays; the motion so ordered.

#3 APPROVAL OF AGENDA

Chairman Nichols presented the agenda. Alderman Davis corrected the name of Comptroller Gayle Brandon to Lewis and moved for approval as presented, seconded by Vice Chairman Foster. On the voice vote, all ayes, no nays; the motion so ordered.

#4 AUDIENCE COMMENTS – None

#5 CHAIRMAN'S COMMENTS – None

#6 HUMANE SOCIETY – Shawn Miller, Director, was not present.

#7 CITY CLERK– Janet Myers, City Clerk, had nothing to report.

#8 FINANCE – Gayle Lewis, City Comptroller

Chairman Nichols presented Items A & B for a single vote. There being no objections, Alderman Stone moved to dispense with the readings and asked for approval of both, seconded by Alderman L.Cooper. Those items being:

A) Payroll for October 21, 2011, of \$510,442.03; and

B) Schedule of Vouchers Payable, having been published, posted, and distributed, for October 25, 2011, of \$1,676,889.14;

Comptroller Lewis reported a correction would be made to a payment to FIA Card Services, page 7, to be out of line item Travel & Expense, 001-017-52051, in place of Publications, 001-017-53001. Other clarifications included:

- The Postage Meter, which affixes postage to the City's mail prior to taking to the Post Office and rented from Pitney Bowes, Inc., is replenished from time to time.
- Payment to A.C. Pavement Striping Company for the 2011 Micro Surfacing Program is split equally from Motor Fuel Tax fund and Infrastructure Development fund.

There being no further questions, the roll call vote being:

Ayes: Aldermen Stone, L.Cooper, Davis, Foster, A.Gilbert, Nichols

Nays: None

Absent: Alderman McMahon

Motion carried 6 to 0 with 1 absent.



C) Items of Information

The Tax Levy 101 is still on hold until numbers are received from Actuary Tim Sharpe. Changes were made to the State Statute regarding both Fire and Police Pension Fund actuarial that is causing a slight delay.

#9 FIRE – Larry Thomason, Public Safety Director

A) Chairman Nichols presented a resolution authorizing application for a Federal Emergency Management Agency Grant to purchase an aerial pumper truck and for Assistance to Firefighters Grant for RIT (Rapid Intervention Team) training, with matching funds to be determined later. Alderman Stone moved to approve, seconded by Alderman Davis. Director Thomason stated the need to purchase a new aerial unit and then place the 1999 aerial unit into reserve. A 1982 Pierce pumper, currently being used as a reserve, will be retired and sold. He stated the 1999 aerial is now requiring costly repairs to be made and explained the new pumper is better designed and equipped for maneuverability in various areas, including the downtown area. The Rapid Intervention Team is a specialized team that watches for issues during a working fire and assists with equipment and rapid rescue of fellow firefighters and other personnel and this training would bring it into compliance with the National Fire Prevention Acts and Codes. Mayor Eisenhauer clarified that the awarding of the grants is not expected until next fiscal year and acceptance of both will come back to the Council for discussion and approval, at which time, the funding sources will have been identified. There being no further questions or discussion, the roll call vote being:

Ayes: Aldermen L.Cooper, Davis, Foster, A.Gilbert, Stone, Nichols

Nays: None

Absent: Alderman McMahon

Motion carried 6 to 0 with 1 absent.

B-1) The Monthly Incident Report for September 22, 2011, through October 19, 2011, was presented stating 268 incidents reported for a total estimated loss in property of \$42,900.00, with Emergency Service Calls the highest category at 64.55%.

#10 HUMAN RELATIONS – Sandra Houston, Administrator

- The Status Report of Complaints was presented for period September 20, 2011, through October 17, 2011, stating 7 new complaints and the status of 56 previously filed complaints, for a total of 39 Police, 17 Employment, 3 against City Employees, and 4 Housing.
- The Martin Luther King Committee will have an informational meeting on Wednesday, October 26, 2011, at 6:00 p.m. at Vermilion Place to explain the requirements and procedures of the scholarship application.

#11 HUMAN RESOURCES – Bill Westphal, Administrator

- The Personnel Report was presented as of October 25, 2011, stating 250 fulltime and 29 part-time employees, with two separations, and two on Leave of Absence.
- The Board of Fire & Police Commissioners is working on compiling the Lateral Transfer List. Nine Police candidates have submitted applications and will need to pass the physical test and oral interviews prior to being placed on the list, and will remain on the list until reaching age 41.

#12 INFORMATION TECHNOLOGY – Teresa Winn, Administrator

- The Public Works garage was added to the network and updated with wireless access.
- All were asked to contact Administrator Winn through her cell phone since she is usually working on other computers and seldom at her own desk.

#13 POLICE – Larry Thomason, Public Safety Director

- The Monthly Calls for Service Report for September 26, 2011, through October 24, 2011, was presented stating 3,023 Calls for Service, with arrests of 174 adults and 33 juveniles, and a total of 307 Traffic Citations issued under regular Patrol. The largest category within the Traffic Citations was 69 for operation of uninsured motorist and 43 for speeding.
- A map, known as Police Dashboard, was handed out that provides information as to the range of calls for service occurring in a particular area of the City to aid the Division in placement of specialized units.

- The Police Division is down four officers at the present time and it is the intent to begin hiring once the Probationary and Lateral Transfer lists are established.

#14 PUBLIC DEVELOPMENT – John Heckler, Director

A) Chairman Nichols presented a resolution authorizing an Environmental Services Agreement with Fehr-Graham & Associates for Brownfields Assessment, in an amount not to exceed \$396,000.00, to come from a \$400,000.00 U.S. E.P.A. Brownfields Communitywide Assessment Grant awarded to the City. Alderman Davis moved for approval, seconded by Alderman Stone. In the absence of Director Heckler, Planning & Zoning Manager Milliken informed the Committee that an application submitted in late 2009 was denied but a subsequent application submitted in 2010 was recently awarded. He explained that brownfields are underutilized and abandoned commercial or industrial sites where there is potential redevelopment opportunities but where there may be concerns due to perceived environmental issues. The City has already identified about 105 sites that are potential brownfield sites, including gasoline stations, dry cleaners, and industrial sites. The process requires an assessment prior to any cleanup of these sites. Eight firms submitted proposals, with Fehr-Graham being the best choice. Mr. Joel Zirkle provided background information about the firm and plans for proceeding with the assessment. He stated that most sites identified as brownfields are done so by perception only but in reality, many are not, and these assessments eliminate that obstacle. To address questions by Alderman L. Cooper, it was clarified that work will include environmental site assessment, gathering of all information and prioritizing of sites, on-site work that could include sampling and testing, identifying where contamination issues are, identifying what type of remedial action is needed, and developing a plan of action. Once sites are identified for cleanup, additional grant funding will be sought and Council will have the opportunity to approve the contractor that will perform the cleanup work. Alderman Stone questioned impact on residents and Mr. Zirkle stated the Illinois Site Remediation Program is utilized to reduce any negative impacts on residents of adjacent properties. Alderman O’Kane questioned public hearings and it was reported by Manager Milliken that about 5 to 6 public required meetings are planned throughout the course of the project in order to educate and to engage in discussion with residents. There being no further questions or discussion, the roll call vote being:

Ayes: Aldermen Davis, Foster, A. Gilbert, Stone, Nichols

Nays: None

Stating “Present”: Alderman L. Cooper

Absent: Alderman McMahan

Motion carried 5 to 0 with 1 not voting and 1 absent.

#15 RISK MANAGEMENT – Kathy Courson, Risk Manager

A) Chairman Nichols presented a resolution establishing a Risk Management and Safety Program as recommended by the Illinois Municipal League Risk Management Association (IMLRMA). Alderman Davis moved for approval, seconded by Alderman Stone. Manager Courson stated the City has already implemented a safety program; however, the IMLRMA is asking all municipalities to formalize the intent to make safety a priority with a signed resolution. There being no questions or discussion, the roll call vote being:

Ayes: Aldermen Foster, A. Gilbert, Stone, L. Cooper, Davis, Nichols

Nays: None

Absent: Alderman McMahan

Motion carried 6 to 0 with 1 absent.

B) Chairman Nichols presented a resolution authorizing an Agreement with Kansas City Life through Wells Fargo to provide \$10,000 Group Term and Accidental Death & Dismemberment Life Insurance for current employees and the option for an employee to purchase Voluntary Life Insurance coverage for a 3-year period beginning January 1, 2012, to December 31, 2015. Alderman L. Cooper moved for approval, seconded by Alderman Stone. Manager Courson reported that the City has contracted with Reliance Life Insurance since 1987; therefore, it was decided to seek new proposals. Three brokers submitted quotes, with Kansas City Life through Wells Fargo being the best option by providing a yearly savings to the City of \$4,590.00 over the current insurance company. There is also an option for an employee with cancer to draw out the life insurance early if needed. There being no questions or discussion, the roll call vote being:

Ayes: Aldermen A.Gilbert, Stone, L.Cooper, Davis, Foster, Nichols

Nays: None

Absent: Alderman McMahon

Motion carried 6 to 0 with 1 absent.

C) Items of Information

- September 2011 statistics were presented stating the monthly Health Alliance Health Insurance Premium amounts for employees, retirees, and COBRA participants, with the actual figures being a little ahead of the budget projections, which should be repaid by end of the fiscal year. Worker's Compensation Injury Claims totaled 6 for the month and 64 for the year and Liability Claims totaled 8 for the month and 76 for the year.
- A Blood Drive sponsored by Vermilion County and the City will be Friday, November 4, 2011, from 10:00 a.m. to 3:00 p.m. in Council Chambers.
- A Health Fair will be November 10, 2011, in Council Chambers.

#16 LEGAL -- Dave Wesner, Corporation Counsel

A) Chairman Nichols presented a resolution authorizing the Write Off of Delinquent Accounts determined to be uncollectible. Alderman A.Gilbert moved for approval, seconded by Vice Chairman Foster. Corporation Counsel Wesner explained this process is for accounting and auditing purposes and still allows for the City to collect the debt at any point in the future when possible. Alderman L.Cooper questioned process for locating individuals and it was stated various avenues are used by Finance and Legal staff. Liens are placed on property when possible and will remain valid regardless of bankruptcy. Vice Chairman Foster voiced support and stated the amounts being written off are a small percentage of what is actually collected. Mayor Eisenhower reported that HB 1224 is going forward in the legislative process that would allow municipalities to submit to the State any liens or debts owed so that any monies owed to the individual by the State would first be diverted to the municipality before payment to the individual. There being no further questions or discussion, the roll call vote being:

Ayes: Aldermen Stone, L.Cooper, Davis, Foster, A.Gilbert, Nichols

Nays: None

Absent: Alderman McMahon

Motion carried 6 to 0 with 1 absent.

#17 CLOSED SESSION was not needed.

#18 COMMITTEE MEMBERS' COMMENTS

Chairman Nichols announced a Public Meeting on Wednesday, October 26, 2011, at 6:00 p.m. at American Legion Post 210 regarding the Jackson Street Improvement Project.

#19 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman Nichols at 7:04 p.m. following a motion by Alderman Davis and a second by Alderman L.Cooper.

Approved: 11/22/11

Posted Publicly: 12/05/11


City Clerk